

## Transfer media you own to others

Last Modified on 01/15/2026 9:52 am IST

 This article is designated for all users.

### About

Media owners can transfer ownership to an individual or a group.



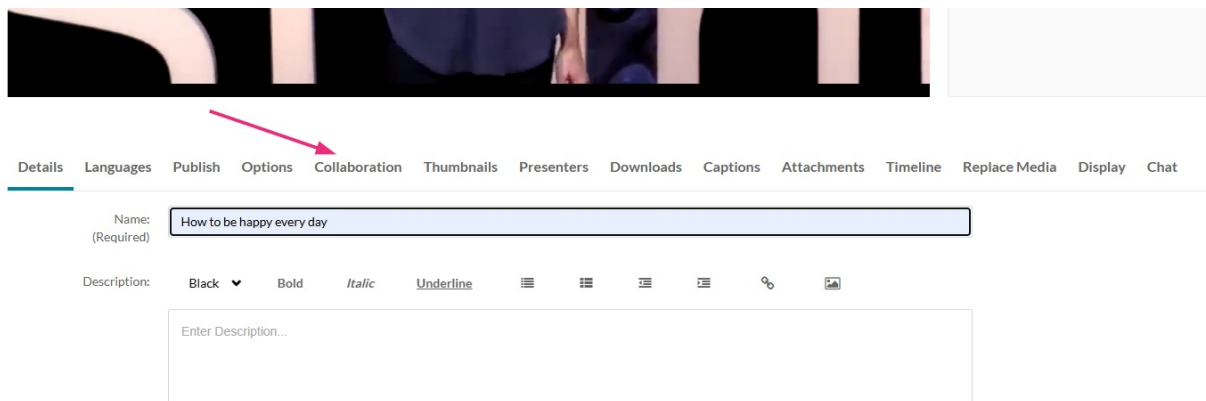
If you cannot access this functionality, ask your administrator to give you the required permission.



The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our articles [Transfer media you own to someone else](#) and [Add / remove collaborators](#).

### Change ownership

1. Access the [edit media page](#).
2. Click on the **Collaboration** tab.



3. On the Collaboration page, click **Change media owner**.

### Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

[Change media owner](#)

### Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[VIEW ALL PERMISSIONS](#) ▼

[+ Add Collaborator](#)

The 'Change Media Owner' window opens.

Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.


Cancel

Save

- Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from third letter and on), and press enter on your keyboard.

Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

 e0be464cf59cd2dc45246ec8a9aa9536 (Brian Dean)

Cancel

Save

- Click **Save**.

Once ownership is transferred, the new owner gains full access to the media, including the ability to [edit](#), [publish](#), and [delete](#) it.